

Applying for a National Police Check (free VOAN check)

- Go online to www.police.sa.gov.au
 - Under the **I want to** section select **Apply for a police record check**
 - Select National Police Check application form PD 267 & open/download the form
 - Type in the **Applicant Details**.
 - In the **Purpose of Check** section, type – *church volunteer*
 - In **CATEGORY**, mark "Working with Children/Vulnerable groups" box.
 - In **CHECK TYPE**, mark "VOAN Volunteer (VC)" box
 - Print double sided. Page 1 is filled out.
 - Leave **VOLUNTEER AUTHORITY (VOAN)** section blank

- Get photocopies of at least 100 points of Identification; this can be done in the church office if you don't have access to a scanner/ printer or copier - see page 2 for details of suitable identification

- Attend your local police station (or a Justice of the Peace) to have your application & ID verified
 - Application forms, pages 1 & 2
 - **100+ points of identification**
 - Photocopies of at least 100 points of ID
 - In front of a Police Officer or Justice of the Peace read, sign & date the CONSENT on page 2

- Take all sheets to your congregation's Authorised VOAN Officer to have the **VOLUNTEER AUTHORITY (VOAN)** section completed.

- Your Authorised VOAN Officer will then submit the forms to the Records Release Unit.

After processing, the certificate will be posted directly to you.

When your certificate arrives, please take it to your ChildSafe Coordinator or other designated person within your congregation to be sighted & recorded

Frequently Asked Questions are answered on the next page.



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National Police Check – Frequently Asked Questions

Q: Who is eligible for a free VOAN check?

A: Volunteers (including retired pastors) whose primary role requires one on one contact with vulnerable groups, i.e. children, the elderly, people with a disability or access to prescribed records.

Paid staff, including pastors, are required to pay for a National Police Check. They are not eligible to for a free VOAN check.

Q: What do VOAN volunteers do if they do not have access to the internet?

A: Applicants unable to complete an online form can attend a police station and request a hardcopy form. Please print clearly in BLOCK letters, using blue or black ink.

Q: Are VOAN volunteers required to present a photocopy of their ID documents together with their original documents when they attend a Police Station or Justice of the Peace?

A: With the ever increasing demand for NPC's, providing a photocopy of ID documents helps to reduce photocopier congestion at busy Police Stations. It also speeds up the process for the applicant. If you cannot access a photocopier, Police Stations will provide this service for you.

Q: Who is my congregation's Authorised VAN Officer?

A: This person is someone appointed by your congregation's leadership team. It may be the ChildSafe Coordinator, Pastor, Chairperson or church secretary. Touch base with one of these people and they should be able to notify you of who is the authorised officer.

If your congregation does not have an authorised officer, you are able to send completed forms to the SA/NT District Office. The VOAN Section will be completed and then posted to the Records Release Unit as normal.

Q: Why do VOAN volunteers have to return the authorised application form to the organisation for endorsement?

A: The VOAN is a secure number and SAPOL recommends it remains secure within an organisation to prevent illegitimate usage. The VOAN must be endorsed after the applicant has had their application and identification authorised at a Police Station or Justice of the Peace.

Endorsement of the application form provides a declaration that the applicant named on the form is an unpaid VOAN volunteer whose primary role requires one on one contact with vulnerable groups, i.e. children, the elderly, people with a disability or access to prescribed records. The fee is paid by the South Australian Government. The organisation forwards the completed application to INSB

Q: Can I use my NPC to apply for positions with other organisations?

A: The NPC is transferable. It is at the discretion of the organisation if they will accept it for further volunteering or employment. The purpose of the NPC is now printed on the certificate.

Q: Who owns the NPC?

A: The NPC is the property of the applicant, regardless of who paid for it. It is the applicant's responsibility to ensure that it is safely stored.